

CSC Adopted: September 2001 , CSC Revised: \_\_\_\_\_**Class Title: Real Estate Appraiser I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Researches, collects and analyzes information to arrive at a fair and equitable appraisal of the value of residential real estate. Appraises properties, coordinates the tax abatement program, performs sales validations and completes taxpayer reviews.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Appraises residential properties by collecting and reviewing sales and permit data to evaluate property conditions, performing on-site investigations to collect additional data, performing mathematical computations to determine the exact value, and making adjustments when appropriate.
2	S	Performs sales validations and maintains the database, data entry, prepares appraisal survey cards and compares to computer printouts.
3	S	Performs sales validations by entering data into the computer, preparing appraisal survey cards and comparing to computer print outs.

CSC Adopted: September 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Six months.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read maps, deeds, permits, blueprints, correspondence, and City ordinances and policies.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, statistics, and algebra.
Writing	Work requires the ability to write correspondence and various reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: September 2001 , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Sketching, measuring, customer service with taxpayer, inspection and examination of property
Sitting	F	Computer, desk work, driving
Walking	F	Inter-office, inspection and examination of property, related field work
Lifting	O	Map books, briefcase, files, property record cards, measuring tools
Carrying	O	Map books, briefcase, files, property record cards, measuring tools
Pushing/Pulling	O	File cabinet drawers, measuring device
Reaching	F	Measuring property, answering telephone from desk, filing
Handling	O	Map books, briefcase, files, property record cards, measuring tools
Fine Dexterity	F	Computer keyboard, calculator, typewriter, writing
Kneeling	O	File cabinet drawers, measuring property
Crouching	O	File cabinet drawers, measuring property
Crawling	N	
Bending	O	File cabinet drawers, measuring property, inspection or examination of property
Twisting	O	Measuring property, answering telephone from desk, filing, on field visits
Climbing	O	Stairs, construction areas on offsite or field
Balancing	O	Unfinished stairs at property construction sites
Vision	C	Computer, desk work, filing, reading, viewing/inspection/examination of property, driving
Hearing	C	Telephone, co-workers, staff, team members, taxpayers, customers, Assessors, contractors, meetings, presentations
Talking	C	Telephone, co-workers, staff, team members, taxpayers, customers, Assessors, contractors, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: September 2001 , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, calculator, telephone, motor vehicle, measuring tools/tape, digital camera, Standard Microsoft Windows and Office software, Proval, SCANSmith, Real Estate mainframe computer, H.T.E.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) Residential neighborhoods

**PROTECTIVE EQUIPMENT REQUIRED:**

Seatbelt

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)